

## DEPARTMENT OF BENEFIT PAYMENTS



April 10, 1974

ALL-COUNTY LETTER NO. 74-60

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: FOOD STAMP PROGRAM - RESUPPLY OF FNS 282 FORMS

## REFERENCE:

The initial distribution of FNS 282's to each issuance (sales) agent by the United States Department of Agriculture, Food and Nutrition Service's (FNS), Washington office is a four (4) month supply. FNS estimated the quantity needed by each agent based on the FNS 250 reports and the FNS 209's and FNS 262's for the previous year.

Resupply of the FNS 282's will be by one of the three methods stated below.

1. If the agent uses the FNS 282's at the estimated rate, a six-month supply will automatically be sent from the FNS Washington office. Receipt of this supply by the agent should be timely so as to avoid running out of FNS 282's. If the agent feels that the new supply will not be received in sufficient time, method three may be used.
2. If the agent is using the FNS 282's at a rate faster than estimated, the Washington office will reestimate the usage rate and send the six-month resupply earlier. Again, receipt of this supply should be timely to avoid running out of the FNS 282's. If necessary, method three may be used.
3. If the agent has run out of cards or is very nearly running out of cards and has not received his new shipment he may request blank FNS 282 forms from Food Stamp Management via your office. Food Stamp Management has a small supply of blank FNS 282 forms for emergency use which will be sent to you upon request. The supply of these cards is limited and their use, therefore, must be limited to emergency needs only.

The use of an emergency card will automatically trigger a resupply to the agent who fills out the card, so the card must be filled out correctly. Once the resupply has been received by the agent, he should immediately stop using the emergency card. Any remaining cards may be retained for future use.

Borrowing cards from other agents should be discouraged.

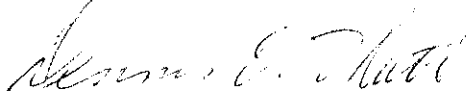
Superseded by

GEN 654 (2/74)

Issued

Please direct any questions regarding this matter, to Dave Watanabe of the Food Stamp Management Bureau at (916) 445-6907.

Sincerely yours,



DENNIS O. FLATT  
Deputy Director  
Welfare Program Operations

cc: FNS, USDA  
CWDA